

Vote-PAD/Diebold & Vote-PAD/Hart Testing MONITOR PROCEDURES

During check-in

1. Introduce yourself to the “voter” (test participant) and explain that you will be monitoring the person throughout the test. Note the voter number assigned to the voter.
2. The SOS check-in staff will assign the voter to a county/system. Escort the voter to the appropriate county table for check-in there. County staff is to provide the voter with ballot and other appropriate materials, in accordance with the use procedures for the system. County staff will assign the voter to a table for the first phase of the test.
3. Be sure the voter’s ballot and “absentee sheets” are clearly marked with the voter number.

Phase 1 – Test Voting

1. Escort the voter to the designated table and position the voter and the camera so that his or her activities can be recorded.
2. Read the following to the voter with the camcorder recording:

This is an official test of a proposed voting system for use in California. The Secretary of State is conducting the test.

All testing activities will be videotaped for later review and analysis. Once the Secretary of State’s report on this test is made public, these videotape recordings will be a matter of public record.

We also ask that this test be kept confidential and not discussed with anyone until the Secretary of State’s report on this test is made public.

Do you consent to the video recording of this test and agree to these terms of confidentiality?

(ask voter to respond verbally on camera)

During the *first phase* of this test, we are asking voters to vote a normal ballot using the proposed voting system as they would in a polling place on Election Day.

We will start by having the poll worker provide instructions on the voting system as they would with a voter in a polling place on Election Day. Please feel free to ask questions about these instructions if something isn’t clear.

When the instructions are done, you will begin voting your ballot. We ask that while voting, you verbalize your thoughts aloud and also tell us specifically how you are voting each time you vote in a contest. From time-to-time, I will interrupt with additional instruction, such as “skip the next contest completely.”

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Accuracy is very important in this test. Please feel free to take as much time as you feel is necessary to accurately mark your ballot.

When you are done with casting your ballot, you will be asked to deposit the ballot in the ballot box and then return to this table for a brief survey.

We are also asking visually impaired voters to participate in a *second phase* of the test. During that phase, voters will be provided a previously marked ballot and asked to determine how that ballot had been voted. We give more detailed instructions to participants during that phase.

Do you have any questions before we begin?

(answer all participant questions)

3. Ask the poll worker to begin instruction for the voter on how to use the system. Note the start of instruction time on the Monitor Record of the test experience.
4. When the instruction ends, note the time on the Monitor Record of the test. When the voter actually starts to vote the ballot, note that time.
5. During the voting, it is permissible for the voter to ask questions or request clarification from the poll worker. It is not permissible for the poll worker to actually assist the voter in using the vote-PAD or equipment once the voting begins.
6. At the conclusion of voting, ask the voter to deposit the ballot in the ballot box or scanner, in accordance with the proposed use procedures for that system. Once deposited, note the time voting completed in the Monitor Record.
7. Ask the voter the questions in the Exit Survey, taking note of the responses.
8. If the voter is visually disabled, ask the voter if he or she is willing to participate in Phase 2 of the test. If yes, escort the voter to the Phase 2 station and introduce the voter to the monitor who will conduct that portion of the test. Otherwise, thank the voter for his or her time and escort the voter back to the entrance.
9. Review the Vote-PAD booklet to see if you can determine how the voter actually voted in any of the contests.
10. Complete the Monitor Record making note of any other observances during the test.

Phase 2 – Ballot Verification

11. Escort the voter to the designated table and position the voter and the camera so that his or her activities can be recorded.
12. Introduce the voter to the monitor who will conduct this portion of the test.
13. Read the following to the voter with the camcorder recording:

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During this *second phase* of the test, we are asking voters to determine how a ballot that has already been marked was voted.

You have in front of you a Vote-PAD booklet with a marked ballot inserted. You also have one or more marked write-in sheets containing voted write in candidate names. We have provided the same audio ballot instructions and Braille instruction booklet that were available in the first phase of the test. Finally, we have provided a verification wand for determining how the ballot was marked. You have already been instructed on how to use this wand.

When I say begin, you are to review the voted ballot, using the audio instruction or the Braille instructions, as you wish. For each contest, once you have determined how the ballot was voted for that contest, you should state aloud first the name of the contest and then the name of the candidate that was voted. For ballot measures, you should state the name or number of the ballot measure and then whether it was voted “yes” or “no”.

In some contests, there may be no votes at all. In some contests, there may be actually more votes cast than allowed. In such cases, you should state that the contest was “over-voted” or had “too many votes.” If the write-in position was selected, please refer to the correct write-in sheet and spell out the name that was written in on that sheet.

Do you have any questions before we begin?

(answer all participant questions)

We will start by having the poll worker provide instructions on the voting system as they would with a normal voter in a polling place. Please feel free to ask questions about these instructions if something isn’t clear.

When the instructions are done, you will begin voting your ballot. We ask that while voting, you verbalize your thoughts aloud and also tell us specifically how you are voting each time you vote in a contest. From time-to-time, I will interrupt with additional instruction, such as “skip the next contest completely.”

Accuracy is very important in this test. Please feel free to take as much time as you feel is necessary to accurately mark your ballot.

When you are done with casting your ballot, you will be asked to deposit the ballot in the ballot box and then return to this table for a brief survey.

We are also asking visually impaired voters to participate in a *second phase* of the test. During that phase, voters will be provided a previously marked ballot and asked to determine how that ballot

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had been voted. We give more detailed instructions to participants during that phase.

Do you have any questions before we begin?

14. Note the time the voter actually begins the verification of the ballot on the Monitor Record of the test.
15. Please make careful record of the vote choice determined by the voter for each contest on the ballot.
16. During the voting, it is permissible for the voter to ask questions or request clarification from the poll worker. It is not permissible for the poll worker to actually assist the voter in using the vote-PAD or equipment once the voting begins.
17. When the voter has finished verifying the ballot, note the time voting completed in the Monitor Record.
18. Thank the voter for his or her time and escort the voter back to the entrance.
19. Complete the Monitor Record, making note of any other observances during the test.